

INTRODUCTION TO COLLEGIATE CHAPTER BYLAWS

Each collegiate chapter is also governed by local Chapter Bylaws in which it establishes its own individual chapter proceedings. These bylaws must always be consistent with, and no less restrictive than, the *Constitution and Bylaws*, the *Policies & Procedures of Alpha Phi International Fraternity, Inc.*, and other Fraternity rules and regulations enacted by the International Executive Board.

Once a chapter adopts its bylaws they may be amended to accommodate individual chapter needs. All subsequent proposed amendments by any chapter must conform to the *Constitution and Bylaws*, the *Policies & Procedures of the Alpha Phi International Fraternity, Inc.*, and other Fraternity rules and regulations and must be approved by the Chapter Advisor before final action is taken by the chapter.

GUIDE TO USING THE SAMPLE COLLEGIATE CHAPTER BYLAWS

The Fraternity provides sample bylaws which are based on the Fraternity's governing procedures. They contain established Fraternity policies and procedures relative to collegiate chapter operations and assure uniform chapter operations. Chapters should not copy the bylaws directly from the sample, but adapt them based on the goals and priorities of the chapter.

There is a version of the sample bylaws that have helpful tips and tricks in the margin of each page on Alpha Phi's website. This is an editable word version of these bylaws.

ARTICLE I: NAME

The name of this chapter shall be (insert chapter name) Chapter of Alpha Phi International Fraternity Incorporated.

ARTICLE II: PURPOSE

The purpose of this chapter is the promotion of growth in character, of unity of feeling, of sisterly affection and of social communion among its members. And we who are thus united are under a solemn pledge to lend a helping hand to one another.

ARTICLE III: POWERS AND RESPONSIBILITIES

SECTION 1: POWERS

If (insert chapter name) chapter is in good standing with the Fraternity, it will have the powers outlined in the *Alpha Phi Constitution and Bylaws* and the *Policies & Procedures of Alpha Phi International Fraternity, Inc.*

SECTION 2: RESPONSIBILITIES

To remain in good standing with the Fraternity, (insert chapter name) chapter shall:

- Conduct itself in a manner that contributes to the welfare and good repute of the Fraternity by supporting and properly maintaining the standards of conduct befitting a chapter of the Fraternity
- Abide by the *Constitution and Bylaws*, Ritual, and the *Policies & Procedures of Alpha Phi International Fraternity, Inc.*
- Cooperate with Executive Office Employees and volunteers of the Fraternity
- Meet all financial obligations
- Remain in good standing with the university.

ARTICLE IV: BYLAW INTERPRETATION

These bylaws, and any future amendments, must be consistent with and no less restrictive than the *Constitution and Bylaws* and *Policies & Procedures of Alpha Phi International Fraternity, Inc.* and must be in alignment with all other regulations and policies of the Fraternity.

In any cases where there may be doubt concerning the meaning or effect of a component of these bylaws, the question shall be referred to the Executive Council. The decision of the Executive Council, after consultation with the Bylaws Committee and the Chapter Advisor, shall be final and binding upon all members of this chapter.

The rules contained in *Robert's Rules of Order, Newly Revised* will govern this chapter in all cases to which they are applicable and in which they are not inconsistent with the bylaws and other official regulations of the Fraternity. Each chapter should own a copy of *Robert's Rules of Order, Newly Revised*.

ARTICLE V: AMENDMENTS

SECTION 1: METHOD OF AMENDING

These bylaws will be brought immediately into conformity with the changes in the *Constitution and Bylaws, Policies & Procedures of Alpha Phi International Fraternity, Inc.*, and directives issued by the International Executive Board. Such amendments shall be automatic and do not require a chapter vote.

These bylaws may also be amended by two-thirds affirmative vote of the eligible members present at any chapter meeting, provided a quorum is present.

SECTION 2: PROCEDURE FOR AMENDING BY CHAPTER VOTE

The Bylaws Committee will follow the following steps annually:

- Proposing Amendments:
 - The Bylaws Committee or any member of the chapter who is eligible to vote may propose amendments to the bylaws.
 - Amendments proposed by members must be sent to the Bylaws Committee in writing.
- Review by Executive Council:
 - All proposed amendments are be presented to the Executive Council by the Bylaws Committee for review.
- Approval of Chapter Advisor:
 - All proposed amendments must be sent to the Chapter Advisor for approval.
 - If a proposed amendment is not approved by the Chapter Advisor, it cannot be considered by the chapter for action.
- Presentation to the Chapter:
 - Proposed amendments approved by the Chapter Advisor are then presented to the chapter by the Chair of the Bylaws Committee.
 - This must occur at least one week prior to action (vote) by the chapter and a written copy must be given to the Executive Administrator after the presentation.
 - An electronic copy of the proposed amendments should also be sent to the chapter's membership one week prior to action (vote).
- Action by Chapter:
 - The chapter votes to adopt, reject, or amend (pending approval of the Chapter Advisor) proposed amendments.
- Record in Chapter Minutes:
 - All adopted amendments shall be recorded in the official minutes by the Executive Administrator.
- Corrected Copy of the Bylaws:
 - Upon adoption of any amendment(s), the Chair of the Bylaws Committee shall:
 - Correct the official copy in the bylaws notebook and all other copies, noting the date of adoption beside each new or amended bylaw
 - Give a copy of adopted amendments to the Chapter Advisor
 - Distribute an electronic copy of the amended bylaws to all members of the chapter

ARTICLE VI: VOTING REQUIREMENTS AND METHODS

SECTION 1: ELIGIBILITY

All initiated collegiate members not under: automatic suspension (30+ days past due on finances), probation, associate status, or otherwise restricted and who have met the scholastic requirements of the chapter during the preceding academic period, shall be eligible to vote.

SECTION 2: QUORUM

In order to conduct substantive business-like vote on motions, elect officers, or amend bylaws a quorum

must be present. This chapter requires two-thirds of the members who are eligible to vote be present to constitute a quorum. If members leave the meeting before it is concluded and another vote is called, the chapter should ensure that quorum still exists.

SECTION 3: METHODS OF VOTING

Chapter vote may be cast using the OurHouse app. Utilize the downloadable OurHouse Resource Guide on Learn Alpha Phi for additional information on using OurHouse to cast votes.

ARTICLE VII: MEMBERS

Membership in (insert chapter name) chapter is comprised of new and initiated collegiate members in accordance with the Members section of the *Policies & Procedures of Alpha Phi International Fraternity, Inc.*

There are two general classifications of membership in Alpha Phi: collegian and alumna. Each classification carries with it responsibilities and privileges and is further described in the *Policies & Procedures of Alpha Phi International Fraternity, Inc.*

SECTION 1: COLLEGIATE MEMBER

- New Member:
 - A member who has been invited to membership and has accepted the invitation to join but has not yet been initiated into a collegiate chapter.
- Initiated Member:
 - An initiated member who is affiliated with a collegiate chapter.
 - There are three (3) classifications of initiated membership: Affiliated, Unaffiliated, and Associate
 - Affiliated Member:
 - Members who are attending college and are participating in a collegiate chapter.
 - Unaffiliated Member:
 - Members who are attending college but are not affiliated with a collegiate chapter. Reasons for unaffiliated status are as follows:
 - Transfer to a college where there is a chapter of Alpha Phi, but have not affiliated with that chapter
 - Transfer to a college where there is not a collegiate chapter of Alpha Phi
 - Members who temporarily leave college for reasons such as travel, health or finance will be regarded as unaffiliated collegiate members until their natural collegiate graduation date, upon which time they will be designated alumnae status
 - Associate Member:
 - Members who are prevented from active participation in collegiate chapter affairs for extraordinary reasons and who have petitioned for, and have been granted, associate collegiate membership by the approval of the Chapter Advisor.

- For further information on Associate Membership, please see the *Policies and Procedures of Alpha Phi International Fraternity, Inc.*
- o Fifth-Year Members.
 - If a full-time student has completed four academic years at a university and wishes to remain affiliated with her collegiate chapter, such affiliation must be approved by both a majority vote of the chapter Executive Council and by the Chapter Advisor.

Former members, both those who resigned and have had their membership terminated, may not attend social events of a collegiate chapter.

SECTION 2: ALUMNA MEMBER

The *Policies & Procedures of Alpha Phi International Fraternity, Inc.* defines an alumna member as:

- Members of the Fraternity who have graduated college
- Collegiate members of the Fraternity who have permanently left college in good standing with the Fraternity
- Collegiate members who have been granted alumnae status by the International Executive Board
- Alumnae initiates
- Graduate students, married students, or students who have completed four academic years who cannot or do not wish to remain affiliated with their chapters
- Alumnae members who return to college

No alumna member has the right to vote in a collegiate chapter meeting. Only collegiate members of the chapter may attend the social events of the chapter. Alumnae may attend other collegiate events by invitation only.

SECTION 3: GOOD STANDING

To maintain her position of good standing in Alpha Phi, each initiated and new member must:

- Comply with the *Constitution and Bylaws* and the *Policies & Procedures of Alpha Phi International Fraternity, Inc.*
- Comply with her chapter's bylaws and House/Facility Rules (if applicable)
- Maintain a satisfactory scholastic record (insert minimum GPA here)
- Meet Fraternity and chapter financial obligations.

SECTION 4: MEMBERSHIP/FINANCIAL AGREEMENTS

Every year all members of (insert Chapter Name) will sign a Membership/Financial Agreement and uphold all of its expectations.

Key elements included in the template Membership/Financial Agreement provided by the Executive Office are:

- Chapter Dues for the stated academic year

- Specific due dates for all financial responsibilities
- A statement that dues are non-refundable and are not tax-deductible
- Housing-related fees, after consulting with the House Corporation Board (HCB) or Chapter Property Committee (CPC) to verify amounts.

Membership/Financial Agreements should always be reviewed by the Chapter Advisor or Finance Advisor before distribution to members.

Agreements should be signed for the upcoming school year during the previous spring term; they should not be signed upon return to school in the fall. The chapter should not permit members without signed Membership/Financial Agreements to attend chapter events or to move into the facility until the Membership/Financial Agreement has been signed.

ARTICLE VIII: MEMBER DISCIPLINE

The chapter will hold members accountable for their actions and behavior.

SECTION 1: JUDICIARY BOARDS

The Chapter President, Vice President of Health, Wellness & Accountability, Vice President of Diversity, Equity & Inclusion, and the Chapter Advisor (or another member of the Advisory Board) comprise the chapter's Judiciary Board. If one of the above-referenced collegiate officers is not available, is the accused member, or is a witness, another officer may substitute. The alternate must be approved by the Chapter Advisor. A Judiciary Board hearing may not take place without a member of the Advisory Board in attendance.

For further information on Judiciary Boards, please reference the *Judiciary Board Guidebook* and the *Collegiate Chapter Operations Manual*.

- The Judiciary Board shall consider allegations of disciplinary matters within the chapter and shall follow the requirements and guidelines set forth in the *Policies & Procedures of Alpha Phi International Fraternity* and the *Judiciary Board Guidebook*.
- The business of the Judiciary Board is confidential. All actions of the Judiciary Board require a three-fourths affirmative vote.
- The decision of the Judiciary Board is final and may not be appealed to the collegiate Judiciary Board.

In accordance with the *Policies & Procedures of Alpha Phi International Fraternity, Inc.* a member may be disciplined for the following:

- Failure to comply with college or Fraternity rules, regulations or standards
- Failure to meet Fraternity and/or chapter financial obligations
- Conduct unbecoming a member of the Fraternity
- Disloyalty to the Fraternity
- Conduct tending to injure the good name of the Fraternity, disturb its well-being, or hamper its work.

After receiving allegations and completing an initial investigation, the Judiciary Board can schedule a hearing with the member or send her a Findings Notification Letter.

A Hearing Summons Letter informs the member of allegations against her and requires her attendance at a hearing.

- The letter sets the date, time, and location of a hearing.
- This can be utilized when the Judiciary Board has questions about what happened or when they believe speaking with the member and any witnesses during a hearing would be beneficial before arriving at an outcome.

A Findings Notification Letter informs the member of allegations against her and outlines Member Development or Probation Terms.

- The letter states based upon the Judiciary Board's initial investigation they believe the allegations to be true. Instructions on how to accept the terms or refute the allegations and request a hearing are also included.
- The Judiciary Board may use its discretion, with the approval of an advisor, to utilize a Findings Notification in lieu of holding a hearing. For example, it can be used for procedural matters or when the member has already admitted guilt/taken responsibility for her actions.

Either option can be used at any point in someone's membership. A Findings Notification Letter is not a precursor to a hearing. All Judiciary Board Findings Notifications, Hearing Summonses, and Hearing Outcome Letters should be sent from Officer Portal.

SECTION 2: AUTOMATIC SUSPENSION

An initiated or uninitiated collegiate member shall be automatically suspended from Fraternity membership when her dues or any other financial obligations remain unpaid for a period of 30 days.

- An initiated or uninitiated collegiate member who has been automatically suspended shall be notified immediately of such action by the Vice President of Finance, who shall also notify the Chapter Advisor.
- The badge and certificate of membership of an initiated member or the new member pin of an uninitiated member who has been automatically suspended shall be held by the Finance Advisor or the chapter Vice President of Finance until the member is reinstated, her membership is terminated, or her uninitiated membership is broken.
- Reinstatement:
 - An initiated member who has been automatically suspended shall be reinstated after payment in full of all dues, fees and other financial obligations that are owed up to and including the period of automatic suspension, providing such payment is made within the current school year and prior to the chapter's submission of the request for termination.
 - An uninitiated member may be similarly reinstated provided such payment is made within the current school year or before the end of the calendar year from the date she was pledged, whichever comes first.

- Notification of all reinstatements shall be made by the Vice President of Finance, who shall also notify the Chapter Advisor.
- Request for Membership Termination:
 - If reinstatement does not occur, termination proceedings shall begin immediately in accordance with the *Policies & Procedures of Alpha Phi International Fraternity, Inc.*

SECTION 3: MEMBERSHIP TERMINATION

Uninitiated Membership:

An uninitiated membership may be broken by a collegiate chapter through the Judiciary Board process or by a three-fourths affirmative vote of the chapter with the approval of the Chapter Advisor.

Collegiate Membership:

Termination of membership by the International Executive Board for cause may be requested by a three-fourths affirmative vote of the chapter, a three-fourths affirmative vote of the Judiciary Board, the Chapter Advisor, or the Director of Collegiate Operations or his/her designee.

Once the request has been submitted to the Executive Office, termination procedures in the *Policies & Procedures of Alpha Phi International Fraternity, Inc.* will be followed. During the interim between a request for termination of membership and action by the International Executive Board, the badge and certificate of membership of such a member will be held by the Chapter President, her membership will be suspended, and she may not attend Alpha Phi sponsored functions.

For additional information on membership termination proceedings please see the *Policies & Procedures of Alpha Phi International Fraternity, Inc.*

ARTICLE IX: OFFICERS AND DELEGATES

SECTION 1: ELECTED OFFICERS

The elected officers of this chapter shall be:

- Chapter President
- Vice President of Health, Wellness, & Accountability
- Vice President of Membership Recruitment
- Vice President of Finance & Housing
- Vice President of New Member Education & Member Experience
- Vice President of Marketing
- Vice President of Diversity, Equity, & Inclusion

Eligibility:

- Be an initiated member in good standing
- Be a full-time student at the university
- To be elected and to remain in the position, a member must maintain (insert minimum GPA here)
- The member elected to the office of Chapter President shall be at least a Junior at the time of installation into office unless otherwise approved by the Chapter Advisor
- (if the chapter occupies a facility insert list of officers who are required to live in the facility here).

Elections:

- Election of officers shall be held annually at formal chapter meeting during the month of October or November.
- A candidate shall be elected to office by a majority vote of the members who are present and eligible to vote, provided a quorum is present. At the Chapter Advisor's discretion, this requirement may be overridden if the chapter has made every reasonable effort to reach quorum and is unable.
- Voting for any office having more than one nominee shall be by written secret ballot.

For further information on election procedures please see the *Collegiate Chapter Operations Manual*.

SECTION 2: APPOINTED OFFICERS

The newly elected Executive Council selects all appointed offices as soon as possible and before Officer Transition. For more information on appointing officers please see the *Collegiate Chapter Operations Manual*.

The appointed officers of this chapter shall be (insert list of appointed officers here, a sample list is provided):

- Executive Administrator
- Panhellenic Delegate
- Director of Chapter Housing
- Director of Community Engagement
- Director of COB
- Director of Diversity
- Director of Finance
- Director of Health & Wellness Education
- Director of Merchandising
- Director of Philanthropy
- Director of Potential Membership Outreach
- Director of Primary Recruitment
- Director of Programming & Events
- Director of Sisterhood
- Director of Events
- Director of Social Media
- Coordinator of Academic Development
- Coordinator of Alumnae & Family Engagement
- Coordinator of Campus Involvement
- Assistant Director of Social Media
- Chaplain
- Guard
- Marshall

Eligibility:

- Be an initiated member in good standing
- Be a full-time student at the university
- To be appointed and to remain in the position, a member must maintain (insert minimum GPA here)
- (if the chapter occupies a facility insert list of officers who are required to live in the facility here).

SECTION 3: TERM OF OFFICE

All officers shall hold office for one year or until their successors are installed, except in cases of resignation, academic ineligibility, or removal from office.

SECTION 4: INSTALLATION OF OFFICERS

All elected and appointed officers shall be installed at the formal collegiate chapter meeting immediately following Officer Transition.

Officer Installation should be held in accordance with the Installation of Collegiate Chapter Officers' Ceremony which can be found in the *Ceremonies Book*. The outgoing Chaplain shall be the installing officer.

SECTION 5: OFFICER TRANSITION

Officers should be transitioned in accordance with the *Officer Transition Guidebook* and shall assume all duties upon the completion of Officer Transition.

SECTION 6: REMOVAL FROM OFFICE AND VACANCIES

Any officer of the chapter may be removed from office upon:

- A three-fourths affirmative vote of the Judiciary Board.
- A three-fourths affirmative vote of the chapter with approval from the Chapter Advisor or as necessary by the Executive Director or her designee.

The chapter officer who has been removed may not hold an office in the future unless she receives approval from the Chapter Advisor.

The Executive Council may fill temporary vacancies by interim appointment. Vacancies of elected positions shall be filled by election of the chapter at any regular meeting. Appointed officer vacancies shall be filled by the Executive Council.

SECTION 7: PAYMENT FOR SERVICE

No officer shall receive payment for her service. This includes receiving discounts on dues or rent from the chapter, as such discounts can be viewed as payment by the IRS.

SECTION 8: OFFICER JOB DESCRIPTIONS

Chapter President

Elected Position

- Responsible for the supervision and health of the chapter.
- Oversees chapter event planning and execution to ensure they follow established policies and programs.
- Executes strategy determined by Collegiate Chapter Administrator/International Governor/Extension Team Lead for achieving chapter goals and objectives in collaboration with the Chapter Advisor.
- Leads and directs the Executive Council.
- Leads all chapter meetings, utilizing the updated chapter meeting themes and formats, in conjunction with the VP New Member Education & Member Experience.
- Serves as Chairman of Program Council and ensures chapter calendar planning occurs well in advance and is competitive.

- Presides over the Judiciary Board hearings.
- Represents the chapter at the House Corporation Board or Chapter Property Committee, if applicable.
- Acts as a positive steward of Alpha Phi and the Greek community at university and Panhellenic meetings, in conjunction with the Panhellenic Delegate.
- Oversees roster management, in conjunction with the Executive Administrator and Chapter Advisor, and communicates with the VP Membership Recruitment when COB opportunities become available.
- Oversees VP Finance & Housing in member aging management and filling the facility, if applicable.
- Presides over initiation and ceremonies as outlined in the Ceremonies Book and Ritual.
- Coordinates, in conjunction with Executive Administrator and Chapter Advisor, election of new officers.
- Oversees Executive Administrator in completing all Alpha Phi International reports.
- Acts as voting Convention delegate on behalf of the chapter.

Executive Administrator

Appointed Position

- Reports to the Chapter President.
- Member of the Executive Council.
- Member of the Program Council.
- Serves as Chairman of the Bylaws Committee.
- Manages the chapter roster in collaboration with the Chapter President including adding new members to Officer Portal, making all updates in a timely manner.
- Manages the chapter's Points System.
- Manages the Ceremonies Team.
- Coordinates officer elections with the assistance of the Chapter Advisor and Chapter President.
- Directs and sees that all reports, records, and other information are submitted promptly and accurately, as required.
- Takes and distributes such minutes at all Executive Council and Chapter Meetings.
- Responsible for all correspondence from chapter.
- Calls roll at all mandatory meetings and other events.
- Prepares schedule and oversees arrangements for all visitors.

Chaplain

Appointed Position

- Executes Alpha Phi ceremonies as outlined in the Ceremonies Book and Ritual.
- Conducts all devotional services.
- Creates an educational program that includes Alpha Phi history, Ritual, ceremonies, songs, and any other pertinent Alpha Phi specific information, in collaboration with the VP New Member Education & Member Experience.
- Maintains initiation equipment.
- Trains the Marshall and Guard in their duties.
- Collects and preserves memorabilia and records of current events important to the history of the chapter.

Marshall

Appointed Position

- Reports to the Executive Administrator
- Executes Alpha Phi ceremonies as outlined in the Ceremonies Book and Ritual.

Guard

Appointed Position

- Reports to the Executive Administrator
- Executes Alpha Phi ceremonies as outlined in the Ceremonies Book and Ritual.

Panhellenic Delegate

Appointed Position

- Reports to the Chapter President.
- Member of the Executive Council.
- Represents Alpha Phi at all college Panhellenic meetings.
- Reports weekly to chapter regarding Panhellenic business.
- Casts Alpha Phi's vote on behalf of the chapter after consultation with the appropriate Executive Council officer, Chapter Advisor and/or Recruitment Advisor.
- Contacts the Executive Office if Panhellenic is considering modifications to chapter total, voting on extension, or changing recruitment structure/format
- Fosters a positive relationship with the fraternity/sorority community and campus.

Vice President of Health, Wellness & Accountability

Elected Position

- Fulfills the duties of Chapter President if the office is vacant, or the Chapter President is absent.
- Leads, directs, and facilitates regular meetings of the Health, Wellness, & Accountability Department in conjunction with the Health, Wellness, & Accountability Advisor.
- Member of the Executive Council.
- Member of the Judiciary Board.
- Member of the Program Council.
- Assesses all chapter events to evaluate safety and that the *Policies & Procedures of the Alpha Phi International Fraternity, Inc.*, Standing Rules, and Chapter Bylaws are followed.
- Ensures Event Planner Guides are completed and submitted in a timely manner.
- Oversees the development of the chapter's Emergency Procedure Plan.
- Educates the chapter annually on Emergency Procedure Plan, Standing Rules, and Chapter Bylaws.
- Educates the chapter on the *Policies & Procedures of the Alpha Phi International Fraternity, Inc.*
- Educates the chapter annually on Risk Reduction and Safety Philosophy.
- Educates the chapter annually on Alpha Phi's anti-hazing policy.
- Oversees department budget, in conjunction with Health, Wellness, & Accountability Advisor.

Director of Health & Wellness Education

Appointed Position

- Member of the Health, Wellness, & Accountability Department and attends all department meetings.
- Works with campus resources to educate the chapter on interpersonal skills, such as conflict management and communication skills.
- Assists in educating new members on Alpha Phi on protective/preventive services.
- Coordinates annual chapter health and wellness education.

Coordinator of Academic Development

Optional Appointed Position

- Member of the Health, Wellness, & Accountability Department and attends all department meetings.
- Develops an engaging program encouraging intellectual development.
- Educates members on chapter's academic incentive plan.
- Notifies chapter members of scholarship opportunities and available campus resources.
- Develops a recognition program for members who excel academically

Director of Events

Appointed Position

- Member of the Health, Wellness, & Accountability Department and attends all department meetings.
- Oversees the planning and execution of chapter social events with recognized external groups such as fraternities, sororities, or student organizations.
- Oversees the planning and execution of chapter social events for chapter and guests that include third party vendors.
- Collaborates with the VP Health, Wellness, & Accountability to ensure all external events are safe and conform to the *Policies & Procedures of the Alpha Phi International Fraternity, Inc.*, Standing Rules, and Chapter Bylaws.
- Collaborates with the VP Health, Wellness, & Accountability to execute the Safe Social Event Series.

Director of Philanthropy

Appointed Position

- Member of the Health, Wellness, & Accountability Department and attends all department meetings.
- Organizes and manages all philanthropic events on behalf of the chapter.
- Submits Event Planning Guides

Vice President of Membership Recruitment

Elected Position

- Leads, directs, and facilitates regular meetings of the Membership Recruitment Department, in conjunction with the Recruitment Advisor.
- Member of the Executive Council.
- Member of the Program Council.
- Executes the strategic recruitment direction of the chapter determined by Collegiate Chapter Administrator/International Governor/Extension Team Lead and oversees all membership recruitment activities.
- Oversees chapter strategy, planning, and implementation of Primary Recruitment, in conjunction with the Recruitment Advisor and Director of Primary Recruitment.
- Conducts a competitive analysis of all elements of Primary Recruitment, in collaboration with the CCA/IG/ETL, Recruitment Advisor, and Director of Primary Recruitment.
- Oversees the planning and implementation of all Recruitment Workshops or Spirit Week activities.
- Manages strategic vision and elements of Bid Day, including pairing new members with bid day buddies.
- Appoints Recruitment Team members, in collaboration with the Recruitment Advisor and Director of Primary Recruitment.
- Identifies COB opportunities and develops strategy to fill vacancies with the key demographic, as determined by competitive analysis.
- Oversees planning and implementation of all COB activities, in conjunction with the Recruitment Advisor and Director of COB.
- Assists the Director of COB in managing the COB Team.
- Helps ensure the chapter is always at or above campus total.
- Communicates with the Panhellenic Delegate to stay informed of Panhellenic changes.
- Oversees Director of Potential Membership Outreach and her team to ensure we are reaching to key demographic.
- Oversees department completion of the Event Planner Guide in a timely manner.
- Oversees department budget, in conjunction with Recruitment Advisor.

Director of Primary Recruitment

Appointed Position

- Member of the Membership Recruitment Department and attends all department meetings.
- Architect and executor of the Primary Recruitment Plan, in collaboration with the Recruitment Advisor and VP Membership Recruitment.
- Manages the implementation of all Primary Recruitment activities, in collaboration with the Recruitment Advisor and VP Membership Recruitment.
- Participates in the competitive analysis of Primary Recruitment.
- Plans and implements additional Primary Recruitment activities, such as workshops, in conjunction with the Recruitment Advisor and VP Membership Recruitment.
- Manages the implementation of all Spirit Week activities.
- Manages the progress and work of additional Recruitment Team members and committee chairs and teams, such as Back Office, Spirit, and Hospitality.
- Is a member of the COB Team and supports the VP Membership Recruitment and Director of COB in filling opportunities as they arise with competitive new members.
- Helps ensure the chapter is always at or above campus total.

Director of Continuous Open Bidding

Appointed Position

- Member of the Membership Recruitment Department and attends all department meetings.
- Develops and directs the COB program and team for the chapter, in conjunction with the Recruitment Advisor and VP Membership Recruitment.
- Identifies membership vacancies, in coordination with the Chapter President, Finance & Housing Department, and Membership Recruitment Department.
- Understands who the key demographic is, as determined by competitive analysis, and goes after that PNM during COB.
- Compiles the COB Team, in conjunction with the VP Membership Recruitment and Recruitment Advisor.
- Orchestrates and directs the COB Team in implementing a COB plan to fill all vacancies, including helping them understand the target market, generating potential new member names, and making initial contact.
- Determines most appropriate COB approach to filling opportunities with VP Membership Recruitment and Recruitment Advisor.
- Plans, organizes, and executes COB meetings, events, and/or coffee meet ups.
- Extends COB bids with approval of the VP Membership Recruitment and Recruitment Advisor.
- Manages the COB tracker and communication site(s) to ensure potential new members statuses are followed up on and team stays organized.
- Motivates and refreshes COB Team, as needed.
- Transitions COB new members to New Member Education Team and COB Integration Team.
- Main goal is to ensure the chapter is always at or above campus total.

Director of Potential Membership Outreach

Appointed Position

- Member of the Membership Recruitment Department and attends all department meetings.
- Drives Alpha Phi's brand through area and/or high school targeting, summer public relations, and on-campus marketing for membership recruitment purposes, in conjunction with the VP Membership Recruitment and Recruitment Advisor.
- Understands who the target market is, as determined by competitive analysis.
- Compiles, trains, and manages a team to help with this ongoing effort.
- Manages organization, interaction, and execution of outreach and volunteer opportunities to interact with potential members.

- Helps develop and execute social media, on-campus, and in the community marketing plans based upon target markets identified by the Marketing and Membership Recruitment Departments.
- Drives Primary Recruitment registration and interest in Greek life.

Vice President of Finance & Housing

Elected Position

- Leads, directs, and facilitates weekly Finance & Housing Department meetings, in conjunction with the Finance & Housing Advisor.
- Member of the Executive Council.
- Member of the Program Council.
- Oversees the financial and housing operations of the chapter in accordance with direction and resources provided by the Executive Office.
- Represents the chapter at House Corporation Board (HCB) or Chapter Property Committee (CPC), meetings if applicable.
- Prepares, distributes, and collects both member financial agreements and member housing agreements.
- Educates on and enforces the Alpha Phi International 15-30-45-day Delinquency Policy.
- Educates on and enforces the chapter's housing occupancy plan, ensuring all housing agreements for the following year are collected by October 15th
- Develops a financial presentation for chapter members at least once per year.
- Provides weekly financial and housing updates to the Executive Council and goes over the following at each executive council meeting: member delinquency report, including identifying which members at 45 days past due need to be terminated; chapter budget, including identifying which budget categories are over and determining together where money will be moved from to cover the overages; asking for missing receipts and determining how to code any un-coded prepaid card expenses; and where the department is at with filling empty beds in the facility or where they are at with obtaining housing agreements for the following year, if applicable.
- Submits Request for Financial Termination and Collections Agency forms on Officer Portal.
- Ensures all chapter financial obligations, including those to Alpha Phi International, are paid on time.
- Coordinates the budget development and reforecasting process in collaboration with the Executive Council, and with approval of the Chapter Advisor and/or Finance Advisor.

Director of Chapter Housing

Optional Appointed Position

- Member of the Finance & Housing Department and attends all department meetings.
- Must live in the chapter facility
- Attends House Corporation Board (HCB) or Chapter Property Committee (CPC) meetings.
- In charge of chapter property located off-site including at storage units, university suites or other locations.
- Acts as the chapter's liaison between the House Director or university housing office and the chapter, as applicable.
- Develops a housing presentation for the chapter at least once a year that educates members on facility rules and expectations.
- In charge of the day-to-day operations of the facility including ensuring cleanliness, ensuring officers clean up after events, reporting maintenance issues to the appropriate people, etc.)
- Works with Vice President of Finance & Housing to supervise the use and maintenance of the chapter's facility

Director of Finance

Optional Appointed Position

- Member of the Finance & Housing Department and attends all department meetings.
- Supports the VP Finance & Housing with financial operations of the chapter.
- Manages the “Cash In” (member billing and following up with delinquent members) and/or “Cash Out” (check writing, prepaid card coding, and budget updating) functionality of Billhighway, as needed.
- Ensures all member billing on Billhighway is entered accurately and on time, including housing charges, as dictated by the HCB/CPC.
- Supports the VP Finance & Housing with enforcement of the 15-30-45-day delinquency policy.
- Supports the VP Finance & Housing with the collection of member financial agreements. May prepare, distribute, and/or collect member financial agreements. (Note the VP Finance & Housing should always be responsible for collecting member housing agreements. This task should not be delegated).

Vice President of New Member Education & Member Experience

Elected Position

- Leads, directs, and facilitates regular meetings of the New Member Education & Member Experience Department, in conjunction with New Member Education & Member Experience Advisor.
- Member of the Executive Council.
- Member of the Program Council.
- Helps lead all chapter meetings, in conjunction with the Chapter President
- Implements an engaging New Member Program focused on educating new members and developing member interaction within the chapter, in conjunction with New Member Team and New Member Education & Member Experience Advisor.
- Utilizes updated New Member Program for new member education.
- Oversees Director of Sisterhood, who manages New Member activities, such as Big Sister/Little Sister and Ivy Linking events and processes.
- Directs the chapter’s Alpha Phi centered educational programming, as well as general programming, in conjunction with the Director of Programming & Events, the Diversity, Equity, and Inclusion Department, and the Health, Wellness, & Accountability Department.
- Focuses department on preparing and executing competitive year-round programming, centered around the overall experience for all members.
- Oversees department completion of the Event Planner Guide in a timely manner.
- Oversees department budget, in conjunction with New Member Education & Member Experience Advisor.

Director of Sisterhood

Appointed Position

- Member of the New Member Education & Membership Experience Department and attends all department meetings.
- Develops programs that increase morale & member interaction
- Plans and executes chapter retreats and sisterhood events
- Oversees the Ivy Linking and Big/Little programs
- Submits Event Planning Guides.

Director of Programming & Events

Appointed Position

- Member of the New Member Education & Membership Experience Department and attends all department meetings.
- Researches, coordinates, and brings university programs/resources to all members

- Plans and executes programming portions of chapter meetings, new member meetings and other events where programming is desired
- Submits Event Planning Guides

Coordinator of Alumnae & Family Engagement

Optional Appointed Position

- Member of the New Member Education & Member Experience Department and attends all department meetings.
- Develops and directs a comprehensive communication plan that may include newsletters, social media, and website content targeted to reach alumnae and family members specifically.
- Plans and implements all family and alumnae events.
- Submits Event Planning Guides

Coordinator of Campus Involvement

Optional Appointed Position

- Member of the New Member Education & Member Experience Department and attends all department meetings.
- Develops and manages all campus activities in collaboration with each individual chair of such events, if applicable.
 - Ex: Intramurals, Homecoming, Greek Week, Dance Marathon, etc.

Vice President of Marketing

Elected Position

- Leads, directs, and facilitates regular meetings of the Marketing Department, in conjunction with the Marketing Advisor.
- Member of the Executive Council.
- Member of the Program Council.
- Conducts a competitive analysis of the chapter's brand and all marketing activities, in collaboration with the Membership Recruitment Department.
- Develops a written strategic brand strategy, in collaboration with the Executive Council and Advisory Board.
- Oversees the creation of the chapter's content strategy, including content pillars.
- Oversees the chapter's social media efforts.
- Oversees the chapter's merchandising efforts.
- Manages the chapter's communication plan, including media pitching and press releases.
- Manages and updates the chapter's website.
- Creates and manages the chapter's brand ambassador plan, in conjunction with the Membership Recruitment department, Director of Social Media, and Director of Merchandising.
- Oversees department completion of the Event Planner Guide in a timely manner.
- Oversees department budget, in conjunction with Marketing Advisor.

Director of Merchandising

Appointed Position

- Member of the Marketing Department and attends all department meetings.
- Conducts an audit of merchandise, in conjunction with the Marketing and Membership Recruitment departments.
- Creates a wholistic merchandise plan for the chapter for the year.
- Designs all Alpha Phi merchandise, ensuring the design complies with the brand identified by the Marketing and Membership Recruitment Department.
- Places orders for all merchandise with licensed vendors after receiving approval from the VP Marketing and VP Finance & Housing.

- Contributes to the chapter's brand ambassador plan.

Director of Social Media

Appointed Position

- Member of the Marketing Department and attends all department meetings.
- Develops and directs the social media plan for the chapter.
- Ensures member's social media complies with the brand identified by the Marketing and Membership Recruitment Departments and is used to drive the brand to reach potential new members.
- Manages the chapter's paid and organic social media strategies.
- Manages Assistant Director of Social Media and Content Development Committee.
- Oversees all content creation and social media calendar development to ensure it is in alignment with the brand and content strategies.

Assistant Director of Social Media

Optional Appointed Position

- Member of the Marketing Department and attends all department meetings.
 - Manages the implementation of the chapter's social media strategy.
 - Coordinates with the Content Development Committee to ensure the social media calendar is complete and organized.
 - Executes the chapter's social media calendar by posting to chapter accounts.
 - Implements the chapter's paid social media efforts.

Vice President of Diversity, Equity, & Inclusion

Elected Position

- Leads, directs, and facilitates regular meetings of the Diversity, Equity, and Engagement Department, in conjunction with the Diversity, Equity & Inclusion Advisor.
- Member of the Executive Council.
- Member of the Program Council.
- Member of Judiciary Board.
- Oversees Diversity, Equity, and Inclusion initiatives as it pertains to all other departments.
- Assists the VP New Member Education & Member Experience in educating new members on Alpha Phi and campus policies related to Diversity, Equity, and Inclusion.
- Educates the chapter on Alpha Phi's Human Dignity Policy.
- Oversees department completion of the Event Planner Guide in a timely manner.
- Oversees department budget, in conjunction with Diversity, Equity, & Inclusion Advisor.

Director of Diversity

Optional Appointed Position

- Member of the Diversity, Equity, and Engagement Department and attends all department meetings.
- Manages an optional Diversity, Equity, and Inclusion committee.
- Provides consultation on event planning to ensure accessibility.

Director of Community Engagement

Optional Appointed Position

- Member of the Diversity, Equity, and Engagement Department and attends all department meetings.
- Develops and maintains relationships with campus and community organizations to promote collaboration, including other fraternal and student organizations.
- Oversees and coordinates community service events.
- Maintains records of the chapter and its member's service hours.

- Reports on the service hours to Alpha Phi International and the university as required.

ARTICLE X: EXECUTIVE COUNCIL

SECTION 1: PURPOSE

The Executive Council is charged with establishing chapter goals and priorities to strengthen overall health. It is also charged with ensuring the chapter abides by *Alpha Phi's Constitution and Bylaws*, the *Policies & Procedures of Alpha Phi International Fraternity, Inc.*, and all university policies.

SECTION 2: COMPOSITION

The Executive Council shall be composed of the following officers, all of whom shall be entitled to vote in its meetings:

- Chapter President
- Vice President of Health, Wellness, & Accountability
- Vice President of Membership Recruitment
- Vice President of Finance & Housing
- Vice President of New Member Education & Member Experience
- Vice President of Marketing
- Vice President of Diversity, Equity, & Inclusion
- Executive Administrator
- Panhellenic Delegate

SECTION 3: DUTIES AND RESPONSIBILITIES

- Maintain the chapter's position of good standing with the Fraternity and ensure the chapter's good health.
- Conduct discussion of chapter matters and make recommendations for chapter action.
- Appoint:
 - Members to the appointed offices following the annual chapter election
 - Members of the Bylaws Committee at the beginning of the academic year
 - Other committees as needed

SECTION 4: MEETINGS

The purpose of each weekly Executive Council meeting is to discuss chapter and Fraternity business, the state of the chapter's finances, upcoming events, roster management, and other issues impacting the chapter. All conversations should be guided by the chapter's goals and priorities to strengthen its overall health. An agenda should be prepared at the conclusion of this meeting for chapter meeting by the Chapter President.

- The regular weekly meeting of the Executive Council of the chapter should be held on the same day of the week throughout the academic year except during final examination periods and the week preceding.
- The Chapter President shall preside at all meetings.
 - If she must be absent, the Vice President of Risk Management will preside.
- All members of the Executive Council must be present at each meeting.
- Two-thirds of the Executive Council members eligible to vote shall constitute a quorum for the transaction of business.

- The Chapter President will share her updates followed by each member of the Executive Council based upon election order.
 - If the Executive Council has invited guests, they make their updates at the end of the meeting.
 - All actions of the Executive Council shall abide by *Robert's Rules of Order, Newly Revised*.
- Minutes of all Executive Council meetings shall be taken by the Executive Administrator and submitted electronically to all Executive Council officers and the Advisory Board within 48 hours.

A member of the Advisory Board should be present at Executive Council meetings.

ARTICLE XI: CHAPTER DEPARTMENTS AND COMMITTEES

SECTION 1: CHAPTER DEPARTMENTS

Chapter departments shall be:

- Health, Wellness, & Accountability Department
- Membership Recruitment Department
- Finance & Housing Department
- New Member Education & Member Experience Department
- Marketing Department
- Diversity, Equity, & Inclusion Department

Department Meetings:

Each department is required to hold weekly department meetings. The purpose of each weekly department meeting shall be to discuss department and chapter business, brainstorm ideas, discuss roadblocks, and update the Vice President on the progress of projects. An agenda should be prepared prior to the meeting by the Vice President.

- A regular weekly meeting of each department of this chapter shall be held throughout the academic year except during final examination periods and the week preceding.
- The Vice President shall preside at all meetings.
 - If she must be absent, the Chapter President or department advisor will preside.
- All members of the department must be present at each meeting. The department advisor should be present at each meeting when possible.
- Two-thirds of the department members eligible to vote shall constitute a quorum for the transaction of business.
- The Vice President will share her updates during the meeting to be followed by each member of her department.
- Minutes of all department meetings shall be taken by the Vice President and submitted electronically to the department officers and the department advisor weekly within 48 hours.

SECTION 2: SLATING COMMITTEE

The chapter will utilize a Slating Committee to prepare a slate. The slate will list one candidate for each of the seven elected officers: one nominee for each elected office. Multiple slates are not acceptable.

The Slating Committee is comprised of:

- Two members of each academic class
- Current Chapter President

- Chapter Advisor, or her designee

The class representatives will be elected by their academic class. A simple majority (more than 50%) vote is required to be elected to the committee. Members must be in good standing to serve on the committee.

Members applying for an elected position may not serve on the Slating Committee. Non-initiated members may serve on this committee when the new member class hasn't been initiated.

A Chairman will be elected from within the ranks of the committee. The sitting Chapter President is not eligible to serve as Chairman. The Chairman is responsible for:

- Leading all meetings of the Slating Committee.
- Distributing the slate to the chapter's membership and Advisory Board.
- Developing the Election Night PowerPoint.

SECTION 3: BYLAWS COMMITTEE

Composition:

At the beginning of each academic year, the Executive Council appoints one initiated member from each academic class to serve on the Bylaws Committee. The committee is chaired by the Executive Administrator.

Duties and Responsibilities:

- To bring the Chapter Bylaws into conformity with any changes in the *Constitution and Bylaws* adopted at the Convention and the *Policies & Procedures of Alpha Phi International Fraternity, Inc.* and notify the chapter of such changes.
- To review these Chapter Bylaws annually and, when necessary after review by the Executive Council and approval of the Chapter Advisor, submit proposed amendments to the chapter for final action.
- To see that these Chapter Bylaws are discussed in chapter meeting at least once per year.

SECTION 4: PROGRAM COUNCIL

Program Council is a committee comprised of officers who formally plan the chapter's calendar. Their meeting should be completed prior to the start of the academic term for which the calendar will be implemented.

Composition:

- Chapter President (Chair)
- Vice President of Health, Wellness, & Accountability
- Vice President of Membership Recruitment
- Vice President of Finance & Housing
- Vice President of New Member Education & Member Experience
- Vice President of Marketing
- Vice President of Diversity, Equity, & Inclusion
- Executive Administrator

A member of the Advisory Board is encouraged to be present. Other officers may attend, if approved by the Chapter President and Chapter Advisor.

Duties and Responsibilities:

- To develop a balanced chapter calendar based on the chapter's goals and priorities to strengthen overall health.
- To ensure each member has adequate time for academic achievement and personal commitments.
- To review the progress and effectiveness of the various chapter programs and events.
- Research the calendars of the sororities and fraternities on campus and ensure that the chapter's calendar is competitive.

For further information on Program Council see the *Collegiate Chapter Operations Manual*.

ARTICLE XII: CHAPTER MEETINGS

SECTION 1: WEEKLY CHAPTER MEETINGS

The purpose of each weekly meeting shall be to conduct chapter business and discuss Fraternity business.

- The regular weekly meeting will be held on (insert day of the week) throughout the academic year except during final examination periods and the week preceding.
- At least one meeting each month shall be a formal chapter meeting attended only by initiated members.
- The Chapter President will preside at all regular and special meetings of this chapter. In cases when she is absent, the Vice President Health, Wellness & Accountability will preside.
- Attendance:
 - Initiated members must attend all formal chapter meetings and all members, new and initiated, must attend informal meetings of the chapter.
 - (insert additional requirements of the chapter's attendance policy here).
 - Only collegiate members of this chapter, Advisory Board members, or International Visitors may attend chapter meetings without an invitation.
- Business will be conducted in accordance with *Robert's Rules of Order, Newly Revised*.
 - Two-thirds of the collegiate members eligible to vote shall constitute a quorum for the transaction of business.
 - The Chapter President should prepare the agenda consistent with prior discussion and recommendations made in Executive Council meetings.
- Minutes of all chapter meetings will be taken by the Executive Administrator. She will place a printed copy of the minutes in the official chapter minutes book.
- Upon posted 24-hour notice, special meetings, (either formal or informal) may be called by the Chapter President or at the request of one-third of the voting members, with attendance requirements the same as for regular meetings.
 - Emergency meetings of the chapter may be called without notice by the Chapter Advisor or Chapter President.
- All business of a personal or private nature transacted in chapter meetings is considered confidential.

SECTION 2: NEW MEMBER

The total length of the New Member Program cannot exceed six weeks unless the chapter has received special permission from the Executive Director of Alpha Phi International Fraternity or her designee.

All activities must be held between the hours of 9 a.m. and 9 p.m. The program must abide by the Constitution and *Bylaws* and the *Policies & Procedures of Alpha Phi International Fraternity, Inc.* Attendance at these meetings shall be in accordance with the (insert chapter name) chapter attendance policy for all new members unless excused by the Vice President of New Member Education & Member Experience or her designee.

ARTICLE XIII: FINANCES

SECTION 1: FINANCIAL SYSTEM

- This chapter's financial system is under the general supervision of the Executive Director of Alpha Phi International Fraternity.
 - Collegiate chapters are not permitted to invest funds or have bank accounts outside of the approved financial system accounts without permission of the Executive Director or her designee.
- The fiscal year shall be the same as that of the International Fraternity and shall begin on July 1 and end the following June 30.
- IRS Tax Filings:
 - The chapter ensures that its information is provided to the Alpha Phi International Tax Preparer for its 990 tax form so that it can be filed on time each year.
- Before each fiscal year, chapter members must sign an annual financial contract that outlines the dues and fees and payment due dates for the year.
 - Contracts should be for the academic year and not on a semester/quarterly basis, with the exception of new members who join mid academic term.
- No reimbursements for this chapter shall be made for any expenditure without a receipt.
- All member billing and collection of payments will be done through the chapter's Billhighway account unless special permission has been granted by the Executive Director of Alpha Phi International Fraternity.

SECTION 2: INTERNATIONAL FEES

The amount, collection and remittance of International fees shall be in accordance with the *Policies and Procedures of Alpha Phi International Fraternity, Inc.*

SECTION 3: CHAPTER DUES

Regular chapter dues shall be determined in accordance with the annual budget for the next fiscal year. In general, the chapter shall raise dues a small amount every year to account for inflation. The executive council shall determine if and how much dues and fees need to be raised to meet the chapter's strategic goals.

SECTION 4: FINES

A chapter is only permitted to levy fines when members are absent from the following events:

- Recruitment Workshops and Spirit Week activities
- Formal Recruitment events
- Court of Ivy
- Initiation.

SECTION 5: DELINQUENCY POLICY

All members shall follow the Alpha Phi International Fraternity 15/30/45-day delinquency policy as outlined below:

- 15 Days Delinquent:
 - Member and/or guarantor(s) are notified via email from Alpha Phi International Fraternity.

- A 3% late fee is automatically assessed by Billhighway (Note: The chapter may charge an additional late fee at its discretion).
- Member is no longer in good standing and may not attend chapter social events.
- Member may not order any activity items (t-shirts, favors, etc.).
- Member is not eligible to be matched with a Little Sister.
- 30 Days Delinquent:
 - Member and/or guarantor(s) are notified via e-mail from Alpha Phi International Fraternity.
 - Additional late fees may be added to the member statement.
 - Vice President of Finance holds delinquent member's badge and membership certificate.
 - Member is prohibited from holding office or running for a position.
 - Member may not order activity items (t-shirts, favors, etc.) and is not eligible to be matched with a Little Sister.
 - Member may not vote in meetings.
- 45 Days Delinquent:
 - Member and/or Guarantor(s) are notified via email from Alpha Phi International Fraternity.
 - Additional late fees may be added to the member's statement.
 - A request for termination of membership is submitted to the Alpha Phi Executive Office and submitted for approval to the International Executive Board.
 - Account may be sent to a collection agency.
 - Proceedings to remove her from the facility may begin for members living in an Alpha Phi owned/leased facility in accordance with the member's housing contract.

SECTION 6: BUDGET

The Vice President of Finance & Housing of this chapter prepares the annual chapter budget with assistance from the Executive Council and Finance & Housing Advisor following the outline in the *Finance & Housing Department Manual*. The budget should then be presented to the chapter and posted to the chapter's Billhighway account by April 1 of each fiscal year for the following fiscal year.

After the budget is adopted by the chapter, the chapter is expected to operate within its budget. If changes are needed to the budget, they should be discussed at an Executive Council meeting and approved by an advisor.

In addition to the usual budgetary items, there shall be funds budgeted for the chapter delegate(s) and advisor(s) to attend Convention and Leadership Conference every year.

SECTION 7: HOUSING CHARGES

Rent, board, parlor fees, house/chapter bond, and any other charges to be paid by each new and initiated member shall be determined annually by the house corporation or chapter property committee.

The annual HCB/CPC to Chapter Agreement, specifying the housing charges that the House Corporation Board will receive from the chapter, is signed by the Chapter President or Chapter Advisor on behalf of the chapter each year.

SECTION 8: HOUSE/CHAPTER BOND

This chapter shall have a House/Chapter Bond as determined by the House Corporation Board or the Chapter Property Committee. In the case of a new chapter, bond will be determined by the Executive Office staff. House/Chapter Bond funds are reserved for building, purchasing, maintaining, or furnishing a chapter house, lodge, suite, room or for storing or organizing chapter property.

- Full payment shall be made by each new member to their original chapter within one year from the date of their bid acceptance unless special permission has been granted by the Executive Director or their designee. To request permission, the chapter must submit a Special Permission Request Form.
- All House/Chapter Bond monies shall be turned over to the House Corporation Board or Chapter Property Committee as specified in the HCB/CPC to Chapter Agreement
 - Bond funds are not part of the general operating accounts of the chapter and is not to be used to pay for general chapter expenses.
- No initiated transfer member shall be required to pay a House/Chapter Bond to this chapter.

ARTICLE XIV: RISK REDUCTION

Alpha Phi's primary concern is for the wellbeing of its members. Alpha Phi has adopted and implemented a comprehensive risk reduction policy, which all members must adhere to, designed to protect its members while also minimizing Alpha Phi's exposure to liability and damage.

Chapter officers should complete an Event Planning Guide for all chapter events.

Chapters are expected to follow Alpha Phi International's judiciary process as written in the Judiciary Guidebook.

The Chapter President will manage chapter emergencies and crisis. The Chapter President is the only member, with Executive Office approval, who is allowed to make statements on behalf of the chapter during an emergency.

ARTICLE XV: INITIATION AND OTHER FRATERNITY CEREMONIES

SECTION 1: INITIATION

This chapter shall initiate new members when they meet the following qualifications for initiation:

- They accept the lifetime commitment, responsibilities and obligations of Alpha Phi membership
- They have participated in and successfully completed a program of new member orientation unless otherwise authorized by the Chapter Advisor or her designee
- They have paid all required Alpha Phi International fees, and the required house/chapter bond.

Procedure:

- Issue a formal summons to initiation to each candidate.
- Hold Inspiration Days for all candidates during the days preceding initiation.
- Initiate candidates in accordance with the Ritual of Alpha Phi, as approved by the Convention of the Fraternity.

SECTION 2: OTHER CEREMONIES OF THE FRATERNITY

All other ceremonies shall be conducted in accordance with the *Ceremonies Book*.

ARTICLE XVII: RECORDS AND RITUAL EQUIPMENT

SECTION 1: RECORDS

This chapter's copy of the Ritual of Alpha Phi, Constitution Book, New Member Book, Permanent Minutes Book, Bylaws Book, and such memorabilia deemed appropriate shall be secured in a special strongbox when not in use.

Please see the *Collegiate Chapter Operations Manual* for further information on chapter records and ritual equipment.

SECTION 2: RITUAL EQUIPMENT

This chapter's insignia, ritual and ceremonial equipment shall be kept in readiness between each use and secured in a place inaccessible to non-members.

SECTION 3: REMOVAL OF RECORDS OR RITUAL EQUIPMENT

No records or ritual equipment shall be taken to the rooms or homes of members or away from their habitual place of safekeeping without the consent of the Chapter President, and Chapter Advisor and Chaplain.

ARTICLE XVIII: HOUSING

This chapter shall:

- Establish and educate chapter members on House Rules and an Occupancy Plan for their chapter facility
- Ensure the chapter house is full at all times

SECTION 1: HOUSE RULES

Observance of House Rules:

The Director of Chapter Housing is responsible for advising all members and guests about the House Rules. They apply to and must be observed by all new and initiated members, alumnae, and guests.

Enforcement:

The Director of Chapter Housing is responsible for seeing that all Rules not under the jurisdiction of another authority are enforced and that violations are brought to the attention of the proper committee or board.

Housing Related Meetings:

The chapter should have at least one meeting per year to discuss the chapter's House Rules with all members, including live in and live out members. Additionally, the chapter should have at least one meeting a semester with live in members to discuss House Rules pertaining only to those who live in.

SECTION 2: FACILITY OCCUPANCY PLAN

Filling the chapter facility to maximum occupancy each year is a priority for the chapter. Therefore, as a condition of membership in Alpha Phi, living in the facility will be the first priority for living on campus or in the community. There is no maximum live-in obligation.

No member may sign a dormitory contract, lease or other campus or community residential commitment unless and until every space available in the facility is filled plus an additional 10 percent to allow for attrition. Agreements will be signed during fall term for the following school year and will bind the member for the entire academic year. Substitutions will be allowed only in accordance with the Housing Agreement.

Priority for living in the facility is established in the chapter's Occupancy Plan.